

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
PD 04167

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Philadelphia, PA

5. Duty Station

Philadelphia, PA

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☒ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

AAAA

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Marine Machinery Mechanic	WG	5334	10	CB	
e. Recommended by Supervisor or Initiating Office	Marine Machinery Mechanic	WG	5334	10		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

NAVSURFWARREN CARDEROCK DIV 20817

c. Third Subdivision

Major Programs Branch, C/911

a. First Subdivision

Machinery Research & Engineering Department, C/90

d. Fourth Subdivision

b. Second Subdivision

Program & Platforms Division, C/91

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Thomas Perotti, Hd., Major Programs

Signature

Date

PEROTTI, THOMAS, A. 1229042633

Digitally signed by PEROTTI, THOMAS, A. 1229042633
DN: cn=PEROTTI, THOMAS, A. 1229042633, email=PEROTTI, THOMAS, A. 1229042633, o=NAVSURFWARREN CARDEROCK DIV 20817, ou=NAVSURFWARREN CARDEROCK DIV 20817, c=US

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Thomas Perry, Hd., Programs & Platforms Division

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Thomas Perry, Programs & Platforms Div Head

Signature

Date

PERRY, THOMAS, A. 1228889810

Digitally signed by PERRY, THOMAS, A. 1228889810
DN: cn=PERRY, THOMAS, A. 1228889810, email=PERRY, THOMAS, A. 1228889810, o=NAVSURFWARREN CARDEROCK DIV 20817, ou=NAVSURFWARREN CARDEROCK DIV 20817, c=US

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.

- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Position title: Marine Machinery Mechanic

Series and grade: WG-5334-10

Code: 2123

Duty station: Philadelphia, PA

Clearance level required: Confidential

IT Level: II

This position is located in the Operations and Industrial Support Branch of the Machinery Programs & Platforms Department at the Naval Surface Warfare Center Philadelphia Division (NSWCPD). NSWCPD provides the Navy's primary technical expertise and facilities for both naval machinery research and development and naval machinery life cycle engineering. The Operations and Industrial Support Branch is responsible for the fabrication and installation of hull, mechanical, and electrical (HM&E) systems and components on various land based test sites, and for support of in-service engineering and test site operations.

The incumbent installs and operates complex new research, prototype, and commercial mechanical systems and equipment.

The incumbent installs and aligns prototype and experimental equipment such as generators, super conducting motors, gas turbine engines, compressors, water brakes, dynamometers, and propulsion thrust bearings.

The incumbent is often required to fabricate and configure specialized support fixtures and tools to facilitate the interface with test facilities and support systems.

The incumbent operates equipment under test, support systems and facilities in accordance with test procedures, records empirical data, and recommends modifications to operating scenarios and prototype equipment as needed to accomplish the operational requirements of the test plan. The incumbent must understand the functionality of the equipment under test, support systems and facilities and operate them within prescribed limits so that there is no damage to the equipment or injury to the personnel.

The incumbent coordinates with supervisors, work leaders, and engineers in arranging support for set-up and testing of systems and components.

Knowledge and Skills

The incumbent possesses sufficient knowledge and skills in the mechanical trade to layout, assemble, inspect, repair and modify prototype HM&E machinery, facility support equipment, fixtures and systems with alternative approaches to facilitate test set-up and operation.

The incumbent possesses the practical knowledge of mathematics and tables for use in calculating mechanical fabrication dimensions, clearances and dimensional fits of complex test models, components, special tools and fixtures.

The incumbent possesses the knowledge of NSWCPD existing facility systems and HM&E equipment under test to a sufficient extent to assist in the development of modifications to, and application of, facility systems.

The incumbent possesses the knowledge of mechanical theory and work methods and applies the knowledge in interpretation of work requests, approved drawings and functional diagrams, and technical instructions from supervision and engineering. The incumbent is capable of utilizing all technical information available to implement and complete tasks assigned.

The incumbent must possess the knowledge and ability to utilize precision lasers, such as optical aligns scopes, collimators, stride levels, inclinometers and JIC transits.

The incumbent is capable of applying safe practices of trade and knows operating and emergency procedures to prevent unsafe conditions, hazards to personnel and/or damage equipment.

Responsibilities

The incumbent receives assignments from supervision and works directly with test engineers and project engineers to erect, operate, maintain, repair, alter and dismantle test sites, labs and plant equipment.

The incumbent's work process requires independent planning, work sequencing, material staging, work layout with the calculation of dimensional clearances and tolerances for the assembly and installation of unique test equipment.

The incumbent at times must proceed with initiative, judgment and skill in the installation and operation of prototype test equipment and facility support systems.

The incumbent works from work requests, approved diagrams, drawings, pictorials, and sketches, technical instructions and/or procedures in the fabrication, modification and repair of test set-up and operation of test equipment.

The incumbent fabricates component fixtures, tools, support fixtures that are required to support test equipment and models.

The incumbent is the mechanic-in-charge of the installation of prototype equipment and models that are part of the complete test site or lab. The incumbent is the mechanic-in-charge while on temporary duty assignment during in-service engineering projects onboard naval ships and various projects at other activities. The incumbent's responsibilities include reporting status to supervisor, work leader, and project engineers, and ensuring that proper tooling, equipment and material are available. The incumbent keeps the test engineer/supervisor informed of equipment status and performance, making recommendations for improvements, modifications or changes in the test installation schedules or procedures as well as operating techniques and mechanical characteristics. The incumbent assists in the gathering of data that is essential to the success of the test plan.

Physical Demands The incumbent is required to handle manually and to lift weights of approximately 50 pounds for distances not in excess of 15 feet. Heavier lifts of equipment and materials are accomplished by rigging service and the incumbent works with and assists riggers in lifting, setting up, aligning and adjustment of all types of machinery, using chain-falls, jacks, crow bars and handling chains and cables as necessary.

On most test runs firm completion dates must be met and a rapid work pace is essential. Heavy exertion is required at frequent intervals and working in all positions, including crouching, kneeling, stooping, climbing, strained and awkward positions is necessary.

The noise level in the shop is high as a result of noise that is developed by high speed shipboard rotating machinery or high pressure, high velocity steam passing through orifices. Work requires close attention of eyes, color vision, and in spite of the high noise level, analysis by "ear" since proper operation of machinery may be gauged audibly as well as visibly.

Working Conditions

The incumbent works indoors approximately 90% of the time in well-lighted, well-ventilated spaces. The incumbent is seldom exposed to an extreme of low temperature but in the summer time is sometimes exposed to high temperature extremes.

The incumbent is constantly exposed to moving objects, elevations, sharp edges, explosives, toxic fumes, chemicals, dirt, dust and high noise and vibration levels and at times must work in confined spaces such as steam drums, lube oil sumps, etc. Injuries may result in hernias, cuts, burns, bruises, shocks, occupational diseases such as dermatitis, conjunctivitis (from welding flashes), asbestosis and amputation of hands, fingers, feet and loss of eyes. Various protective devices such as safety shoes and glasses, gloves and hard hats are used to prevent injury.

30 March 2016

MEMORANDUM FOR RECORD

**Subj: DESIGNATION OF POSITION SENSITIVITY, SECURITY CLEARANCE
AND PERSONNEL SECURITY INVESTIGATION REQUIREMENTS**

Ref: (a) SECNAV M-5510.30

1. In accordance with reference (a), position sensitivity, security level eligibility and personnel security investigative requirements are certified, as indicated for the following position:

- a. Position Description Number:
- b. Name:
- c. Grade/Series: **WG-5334-10**
- d. Position Title: **MARINE MACHINERY MECHANIC**
- e. Code: **2123**
- f. Duty Station: **PHILADELPHIA**
- g. Position Sensitivity: **NON-Critical Sensitive**
- h. Investigation required: **T3**
- i. Clearance required: **CONFIDENTIAL**
- j. IT Level: **II**

2. Position sensitivity is based on the criteria found in reference (a).

//s//

DOROTHY MORTON

